

PUERTO RICO ARMY NATIONAL GUARD ADSW TOUR ANNOUNCEMENT

**JOINT FORCE HEADQUARTERS
HUMAN RESOURCES OFFICE
P.O. BOX 9023786, SAN JUAN, PUERTO RICO 00902-3786**

VACANCY ANNOUNCEMENT PTAE

ANNOUNCEMENT: VA 09-45

OPENING DATE: 1 JUL 2009

CLOSING DATE: Until Filled

POSITIONS: Pre-mobilization Training Assistance Element (PTAE) Command and Control Cell (E-5 / E-7 (80 Positions)
O-1 thru O-3 (4 Positions).

MOS/BRANCH: Must be Duty MOS/Branch Qualified in current Military Assignment (11B, 31B, 68W, and 25 Series)

PAY GRADES: O-1 - O3, and E-5 - E-7

DUTY LOCATION: MOB/PTAE Camp Santiago Training Site, Salinas, Puerto Rico with duty state wide.

SELECTING OFFICIAL: SELECTED PERSONNEL

PHONE: (787) 824-7417

AREA OF CONSIDERATION: Applications will be accepted from current Puerto Rico Army National Guard NCO's (SGT-SFC)
and Officers (O-1-O-3). SEE BASIC QUALIFICATION REQUIREMENTS AND SPECIAL REQUIREMENTS

BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES INCLUDES, BUT IS NOT LIMITED TO: The TA will be assigned to the PTAE. The purpose is to assist in providing impartial/unbiased evaluations of pre-mob training to the Adjutant General of Puerto Rico and assist him with the mission of providing certified, validated and ready units for mobilization. The PTAE focus will be on units that are consistent with the Army's mobilization requirements as validated by First Army. They will perform other duties as assigned which may include temporary assignment in the J3 office. This will require significant TDY travel to other states. The candidates should expect to work long hours and weekends.

SALARY: Full Military Pay and Allowances, based on military rank held and creditable years of service.

MILITARY ASSIGNMENT AND GRADE REQUIREMENTS: Must be a member in good standing with the PRARNG. Enlisted (E-5 thru E-7) and (O-1 thru O-3).

Additional Instructions:

1. The "Closing Date" of this advertisement is **(31 JUL 09)** to allow interested soldiers to apply at anytime to be considered for current or project vacancies.
2. This is a Temporary Title 32 Active Duty Operational Support (ADOS) tour.
3. Applicants must commit to a minimum of 179 continuous days of duty. This is necessary to build a sustainable PTAE organization.
4. A Permanent Change of Station (PCS) move will not be entitle and shipment of household goods will not be authorized.
5. Orders are subject to the availability of funds and continuation of the mission requirements **OR:** your unit require you for deployment.
6. Orders will be issued for periods not to exceed the end of each fiscal year.
7. Soldiers may attend or complete military career development course (NCOES/OES) during the course of the tour if the course does not interfere with the mission of the PTAE.
8. Initial interview will be required as part of the selection process. (Role play for a class presentation)

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BASIC QUALIFICATION REQUIREMENTS:

1. Must have deployment experience in K-FOR, MFO, OIF or OEF. Preference will be given to soldiers who have served on PTT, ETT or MTT missions.
2. Must have a Military Occupational Specialty.
3. Must be highly proficient with Microsoft Word, Power Point and Excel.
4. Soldier must be in good standing with an M-Day unit and have NO flags or adverse action pending.
5. Applicants will provide a resume and a letter of recommendation from the first commander in the soldier's chain of command.
6. Must meet dependency criteria IAW NGR 600-5.
7. Must meet medical standards and requirement for Chapter 3 Medical Retention IAW AR-40-501.
8. Human Immunodeficiency Virus (HIV) and drugs testing for selectee must have been accomplished within twenty-four months prior to appointment.
9. Must meet with AR 600-9.
10. Soldiers selected may be required to attend specialized training courses.
11. The AG reserve the right to cancel the vacancy announcement.
12. ADOS tours can be terminated for lack of funding; Surge Unit Training Assistors would be the first to be released from the PTAE.
13. The normal work schedule for the PTAE is Monday thru Friday 0600-1730 enforces PT every day. Duties and missions thru the PTAE have priority over the TA's M-Day unit. However, individuals selected for the positions are expected to work on M-Day unit admin night, scheduled M-Day unit drills, and during M-Day unit annual training when not engage in PTAE duties.
14. No applicant will attain 18 years of Active Federal Service (AFS) as a result of this ADOS tour.

SUMMARY OF DUTIES AND ROLES:

Pre-mobilization Training Assistance Element (PTAE):

1. Provides impartial/unbiased evaluation to The Adjutant General.
2. Provides C2 over Training Assistors (TAs).
3. Recruits/identifies and assigned qualified soldiers as (TAs).
4. Monitors and assist unit commanders with tracking training and completion and completion of pre-mobilization training tasks.
5. Remains apprised of unit training plans, events, and training locations.
6. Provides briefing to unit commanders before making recommendations to the AG.
7. Provides training feedback to the AG.
8. Provides unit training information and/or documentation through command channels to the PRARNG.
9. Schedules OC/T Academy for Tas as soon as practical.
10. Uses MPDV, DTMS, and 1st Army Commanders Training Tool.

Pre-mobilization Training Assistors (TAs):

1. Augments the PTAE.
2. Provides independent impartial/unbiased analysis of pre-mobilization training conducted by the unit to the AG.
2. Assists with unit training documentation.
4. Assists the unit in training documentation, planning, training, and training preparation, and evaluation during training events.
5. Provides current Tactics, Techniques, and Procedures (TTPs) and standards to training unit.
6. Provides a link to validated/current Training Evaluations and Outlines (TE&Os) and doctrine changes to training unit.
7. Coordinates with First Army and assist in development of "Initial Assessment".
8. Provides, monitors, and assists unit update of DTMS data.
9. Provides higher HQ with routine unit information and updates.
10. Assists with the conduct and completion of unit training.
11. Assists with training unit evaluations. Coaches, teaches & mentors as requested.
12. Attends all briefings and brief-backs concerning the training unit.

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13. Tracks unit performance and provides observations to the training unit's chain-of-command.
14. Oversees unit submission of certification data and battle rosters.
15. Attends Observer Controller/Trainer (OC/T) Academy as soon as practical.
16. Uses MPDV, DTMS, and 1st Army Commanders Training Tool.

SPECIAL INFORMATION:

1. Recent theater/deployment experience is desirable but not a requirement.
2. Must satisfactory completing training on Digital Training Management System (DTMS), Mobilization Planning Data Viewer (MPDV), and 1st Army Commanders Training Tool upon being hired.
3. Training Assistors (Tas) will attend the 1st Army Observer, Controller/Training (OC/T) Academy when practical.
4. Soldier with "Temporary Physical Profile P-3" can not be placed on ADOS orders for periods over 30 consecutive days and therefore will not be considered for hire.
5. Soldiers on orders over 180 consecutive days will take the APFT twice a year administered by their state AGR PT policy.
6. Soldier with more than 1,095 day in a Temporary Title 32 Active Duty Operation Support (ADOS) tour will not be considered for the PTAE.

SPECIAL REQUIREMENTS AND EXPERIENCE: All Training Assistors (TA) will attend the Observer/Controller Academy at Camp Shelby, MS as soon as possible. Applicants must have and maintain a Valid PR & Military driver's license, and drive civilian and military vehicle. The candidate must have have specialized experience; **Knowledge** - an understanding of the subject matter obtained through specific academic study and/or specific practical application of the task; **Skill** - a demonstrated capability to perform the task described (e.g. type 35 or more words per minute); **Ability** - based on education, work experience, life experience, or a combination of all three, it is reasonable that the applicant could perform the task described; **KSA's** - Ability to interpret and apply regulations, doctrine, and command intent. Ability to gather information and analyze data. Skilled with computer and Microsoft software products to produce reports, correspondence, and develop presentations. Ability to communicate in a clear and concise manner, both orally and in-writing in english, enlisted 80 - 90 EST and OPI 2+2 and above. Ability to provide quality-control over the work and products of subordinates and the training unit. Failure to being in compliance is grounds for removal from the ADOS tour.

APPLICATION INSTRUCTIONS:

1. Recommendation Letter from Unit Commander.
2. Military and civilian Resume.
3. Individual Medical Readiness (IMR) Record Printout.
4. NGB Form 23, Retirement Points Accounting System.
5. DD Form 214, Certificate of release or discharge from Active Duty.
6. Enlisted/Officer Record Brief
7. DD Form 93, Record of Emergency Data.
8. DA Form 67-9, Officer Evaluation Report (OER), (if applicable).
9. DA Form 2166-8, NCO Evaluation Report (NCOER) (if applicable).
10. DA Form 705 with last two APFT scores.
11. DA Form 3349, Physical Profile (if applicable).
12. Weight Certificate and DA Form 5500-R/5501-R, Body Fat Content Worksheet.
13. Copy of state driver's license/Military driver's license.
14. Official DA Photo - Within two years; photo must reflect current rank, awards/ribbons.
15. ECLT/CSI

CURRENT AGR MEMBERS:

Soldiers on AGR status are not authorized to apply for these positions.

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